



Office of Public Instruction
Linda McCulloch, Superintendent
PO Box 202501
Helena, MT 59620-2501

Discretionary Grant Application Form
Federal Funds Under the Individuals with
Disabilities Education Act (IDEA)
Funding Authority—IDEA: CFDA # _____

PART I. PROJECT APPROVAL STATISTICAL DATA AND ABSTRACT

1. Prime Applicant District/Cooperative/Organization

☐ Elem. _____
Or
☐ H.S. _____
District Name District No. County

Legal Entity

☐ If a cooperative/organization: _____
Cooperative/Organization Name

Project Director _____
Name Address Position Telephone
E-Mail _____ Fax _____

Board of Trustees has designated the following person responsible for keeping the financial records for this project.

Name Position Address ZIP Code Telephone
E-Mail _____ Fax _____

2. STATE EDUCATION AGENCY ACTION (To be completed by OPI)

Project Number _____ Approved Amount
\$ _____

3. PROJECT DURATION from (a) Month Day Year to (b) Month Day Year
_____/_____/_____ /_____/_____/_____

4. Funding Authority: (check one)

☐ Preschool _____
☐ Part B _____
☐ Other _____

Signature, OPI Approval

Date of Approval

5. TITLE OF PROJECT: _____

PART II. STATEMENT OF ASSURANCES

The Board of Trustees of the Prime Applicant in a meeting held on _____ authorized _____ to file this application for the district/cooperative/organization to make representations and to make commitments on behalf of the district/cooperative/organization under the provisions of the Individuals with Disabilities Education Act as amended by 101-476.

Signature—Authorized Representative _____ Date _____

Print or Type Name of the Authorized Representative _____

E-Mail _____ Fax _____



COMMON ASSURANCES

Each legal entity, district, cooperative or agency that participates in an IDEA-funded project **MUST** sign this form prior to the award of funds for any U.S. Department of Education administered program.

General

1. That each program will be administered in accordance with all applicable statutes, regulations, program plans, and applications [see Pub. L. No. 107-110, Section 9306(a)(1), 115 Stat. 1971].
2. That the applicant will adopt and use proper methods of administering each such program, including the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying out each program; and the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation [see Pub. L. No. 107-110, Section 9306(a)(3), 115 Stat. 1971].
3. No policy of the district prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools per guidance of the Secretary of the U.S. Department of Education [see Pub. L. No. 107-110, Section 9524, 115 Stat. 1980].
4. No school or district that has a designated open forum or a limited public forum denies equal access or a fair opportunity to meet with, or discriminate against, any group officially affiliated with the Boy Scouts of American, or any other youth group listed in title 36 of the United States Code, that wishes to conduct a meeting within that designated open forum or limited public forum, including denying such access or opportunity or discriminating for reasons based on the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of American or of the youth group listed in title 36 of the United States Code [see Pub. L. No. 107-110, Section 9525, 115 Stat. 1981].
5. None of the funds under ESEA will be used for schools to develop or distribute, or operate programs or courses of instruction directed at youth that promotes or encourages sexual activity, distribute or aid in the distribution of obscene materials to minors on school grounds, provide sex education of HIV-prevention education unless that instruction is age-appropriate and includes the health benefit of abstinence or to operate a program of contraceptive distribution in schools [see Pub. L. No. 107-110, Section 9526, 115 Stat. 1982].
6. Notwithstanding Section 444(a)(5)(B) of the General Education Provisions Act and except that a student or parent of a student may request that the information not be released without written parental consent, each school receiving assistance under ESEA shall provide, on a request made by military recruiters or an institution of higher education, access to secondary student names, addresses, and telephone listings. Each school shall provide military recruiters the same access to secondary students as is provided generally to postsecondary educational institutions or to prospective employers of those students. Each district shall notify parents of the option to not release student information without prior written parental consent and shall comply with any request to do so [see Pub. L. No. 107-110, Section 9528, 115 Stat. 1983].
7. Any student determined to be attending a "persistently dangerous school" as defined by the Office of Public Instruction or who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a public elementary or secondary school that the student attends, will be allowed to attend a safe public elementary or secondary school within the local school district [see Pub. L. No. 107-110, Section 9532, 115 Stat. 1983].
8. That no person shall permit smoking within any indoor facility (or portion of such facility) owned or leased or contracted for, and utilized by such person for the provision of routine or regular kindergarten, elementary or

secondary education, library services, routine health care, day care or early childhood development services [see Pub. L. No. 107-110, Section 4303, 115 Stat. 1774].

Funding, Fiscal Controls, Record Keeping and Reports

9. That the control of funds provided under each such program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to such entities; and the public agency, nonprofit private agency, institution or organization, or Indian tribe will administer such funds and property to the extent required by authorizing statutes [see Pub. L. No. 107-110, Section 9306(a)(2)(A)(B), 115 Stat. 1971].
10. That the applicant will cooperate in carrying out any evaluation of each such program conducted by or for the state superintendent of public instruction and the secretary or other federal officials [see Pub. L. No. 107-110, Section 9306(a)(4), 115 Stat 1971].
 - That expenditures of \$300,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133 (OMB Circular A-133).
 - That federal awards are expended only for allowable activities and that the costs of goods and services charged to federal awards are allowable and in accordance with the applicable cost principles (20 USC 3474; OMB Circular A-102).
 - That the draw down of federal cash is only for immediate needs (20 USC 3474; OMB Circular A-102).
 - That proper records are maintained for equipment acquired with federal awards, equipment is adequately safeguarded and maintained, disposition or encumbrance of any equipment or real property is in accordance with federal requirements, and the federal awarding agency is appropriately compensated for its share of any property sold or converted to non-federal use (20 USC 3474; OMB Circular A-102).
 - That matching, level of effort, or earmarking requirements are met using only allowable funds or costs which are properly calculated and valued (20 USC 3474; OMB Circular A-102).
 - That federal funds are used only during the authorized period of availability (20 USC 3474; OMB Circular A-102) [Pub. L. No. 107-110, Section 9201, 115 Stat. 1966].
 - That procurement of goods and services are made in compliance with the provisions of the A-102 Common Rule or OMB Circular A-110, as applicable, and that no subaward, contract, or agreements for purchases of goods or services is made with any debarred or suspended party (20 USC 3474; OMB Circular A-102).
 - That program income is correctly earned, recorded, and used in accordance with the program requirements (20 USC 3474; OMB Circular A-102).
 - That reports of federal awards submitted to the pass-through entity include all activity of the reporting period, are supported by underlying accounting or performance records, and are fairly presented in accordance with program requirements (20 USC 3474; OMB Circular A-102).
 - That required audits are obtained and appropriate corrective action is taken on audit findings (20 USC 1221e-3 and 3474; OMB Circulars A-102 and A-133).
11. That the applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds paid to such applicant under each such program [Pub. L. No. 107-110, Section 9306(a)(5), 115 Stat.1971] in accordance with state school accounting and reporting policies as applicable (School Accounting Manual).
12. That the local education agency will make reports to the state superintendent of public instruction and to the secretary as may reasonable be necessary to enable the state education agency and the secretary to perform their duties and that the local education agency will maintain such records for three years and the current year or as required in school districts in the School District Records Schedule (Schedule No. 7) published by the Montana Department of Administration and provide access to those records, as the superintendent or secretary deem necessary to perform their duties [see Pub. L. No. 107-110, Section 9306(a)(6), 115 Stat. 1971].
13. That in the case of any project involving construction, the project is not inconsistent with overall state plans for the construction of school facilities, and in developing plans for construction due consideration will be given to

excellence of architecture and design and to compliance with Appendix A of Part 36 of Title 28, Code of Federal Regulations (Uniform Federal Accessibility Standards).

14. That none of the funds expended under any applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such organization [see Title XX of GEPA, 20 USC, Section 2342(11)].
15. Laborers and mechanics employed by contractors or subcontractors to work on construction projects financed using federal assistance must be paid wages not less than those established for the local project area by the Secretary of Labor [Davis Bacon Act, 40 Stat. 2494, 40 USC 276a-276a-s].

Participation

16. That before each application is submitted, the applicant will afford a reasonable opportunity for public comment on the application and has considered such comment [see Pub. L. No. 107-110, Section 9306(a)(7), 115 Stat. 1971].
17. That the applicant is in compliance with the federal regulations 34 CFR 75.650 [see Pub. L., No. 107-110, Section 9501(a)(1), 115 Stat. 1975] governing private school participation which require that public school subgrantees provide students enrolled in private schools with a genuine opportunity for equitable participation should private schools in the subgrantee's district wish to participate in federal programs. That the applicant who is in receipt of ESEA funding is in compliance with nonpublic school requirements, including timely and meaningful consultation with appropriate nonpublic school officials (Title IX, Part E, ESEA).

Nondiscrimination

18. That the applicant assures that it will comply with Title VI of the Civil Rights Act of 1964, as amended, 42 USC, Section 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance; and Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC, Section 794, which prohibits discrimination on the basis of handicap in programs receiving federal financial assistance; and Title IX of Education Amendments of 1972, as amended, 20 USC, Section 1681 et seq., which prohibits discrimination on the basis of sex in education programs receiving federal financial assistance; and the Age Discrimination Act of 1975, as amended, 42 USC, Section 6101 et seq., which prohibits discrimination on the basis of age in programs receiving federal financial assistance; and all regulations, guidelines, and standards lawfully adopted under the above statutes by the U.S. Department of Education.

Gun-Free Schools

19. That the applicant is in compliance with the Gun-Free Schools Act requirements of Section 20-5-202, MCA.

Debarment and Suspension

20. That the applicant certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by any federal department or agency, and agrees that it will not knowingly enter into any subcontract or subgrant with a person or agency who is debarred, suspended, declared ineligible or voluntarily excluded from participation by any federal department or agency. If the applicant is unable to provide this certification, an explanation must be attached (see statutory detail in 34 CFR Section 85, 105 and 85.110).

Lobbying and Political Activity

21. That the applicant certifies that federal funds will not be used for partisan political purposes of any kind by any person or organization involved in the administration of federally assisted programs [Hatch Act (5 USC 1501-1508) and Intergovernmental Personnel Act of 1970, as amended by Title VI of Civil Services Reform Act (Pub. L. No. 95-454, Section 4728)]:

- a. federal funds received for programs covered by this common assurance form will not be used to influence or attempt to influence an officer or employee of any agency, a Member, officer, or employee of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of any federal contract; making any federal grant or loan; entering into any cooperative agreement; and extending, continuing, renewing, amending, or modifying any federal contract, grant, loan, or cooperative agreement.
- b. If funds other than federally appropriated funds have been or will be paid to any person for influencing or attempting to influence any of the parties named above, Standard Form LLL, "Disclosure Form to Report Lobbying" will be completed and submitted in accordance with its instructions and returned to OPI.
- c. The language of this section will be included in any subcontracts entered into for funds received under programs covered by this common assurance form, and ensure that all subcontractors certify and disclose accordingly (see statutory detail 34 CFR, Section 82).

IDEA ASSURANCES

Special Education Specific Program Assurances—Individuals with Disabilities Education Act (IDEA)

Assurances are made that:

1. Special education and related services will be implemented consistent with the requirements of the Individuals with Disabilities Education Act (IDEA) (Pub. L. 108-446), its implementing regulations, and state statutes and administrative rules;
2. In accordance with 34 CFR 300.202, Part B funds will be used only to pay for the excess costs of providing special education and related services to children with disabilities and to supplement state, local and other federal funds and not to supplant those funds;
3. Except as provided in 34 CFR 300.204 and 300.205, Part B funds will not be used to reduce the level of expenditures for the education of children with disabilities from local, or state and local funds below the level of those expenditures for the preceding fiscal year;
4. All reasonable steps will be taken to provide instructional materials in accessible formats to children with disabilities who need those instructional materials at the same time as other children receive instructional materials (34 CFR 300.172);
5. The IDEA funds will be expended in accordance with applicable provisions under 34 CFR, Part 300; and
6. Special education and related services are implemented in accord with the Program Narrative submitted to the Office of Public Instruction (OPI). (This does not apply to agencies which do not provide education services to students with disabilities.)

Name: District/Cooperative/Agency/or Organization

Signature: Authorized Representative

Date

PART III. PROJECT PARTICIPANTS

A. STUDENTS RECEIVING SERVICES						B. PERSONNEL PAID FROM PROJECT FUNDS			
DISABILITY CATEGORY	NUMBER OF STUDENTS SERVED					NUMBER OF PERSONNEL PAID			
	3-5 YEARS (a)	6-17 YEARS (b)	18-21 YEARS (c)	22-25 YEARS (d)	TOTAL (e)	TEACHERS (f)	TEACHER AIDES (g)	OTHER PERSONS (h)	TOTAL PERSONS (i)
(1) Cognitive Delay									
(2) Specific Learning Disability									
(3) Emotional Disturbance									
(4) Other Health Impairments									
(5) Orthopedic Impairment									
(6) Visual Impairment									
(7) Deaf-Blind									
(8) Deafness									
(9) Hearing Impairment									
(10) Speech-Language Impairment									
(11) Autism									
(12) Child with Disabilities									
(13) Traumatic Brain Injury									
(14) TOTAL									

*The disability categories reflect changes in definitions made by the 1991 Legislature. This change became effective July 1, 1991, and is contained in 20-7-401 (MCA).

Project Administration	
(j) Number of Program Administrative Staff (supervisors, directors, etc.) employed with project funds.	
(k) Number of Other Staff (secretarial, fiscal, legal, etc.) employed with project funds.	

PART IV. PROJECT INFORMATION

Complete the following, and for each project activity, identify the amount of project funds to be used to support the activity.

Identified Need (s): (Describe why this project is needed to achieve improved outcomes for students with disabilities.)				
Project Goal(s) Statement: (What is the goal(s) to be accomplished by this project?)				
Project Activity(s): (Provide a description of each of the activities to be conducted as part of this project.)	Desired Outcome(s) (What is the desired outcome of the activity?)	Evidence of Change: (How will you determine if you have achieved the desired outcome – Examples: data reports, evaluations, surveys.)	Timelines (When the activity will be completed).	Performance Indicator(s) Addressed
<div style="text-align: right;">\$ _____</div>				
<div style="text-align: right;">\$ _____</div>				
<div style="text-align: right;">\$ _____</div>				
<div style="text-align: right;">\$ _____</div>				

Project Activity(s): (Provide a description of each of the activities to be conducted as part of this project.)	Desired Outcome(s) (indicators) (What is the desired outcome of the activity?)	Evidence of Change: (How will you determine if you have achieved the desired outcome – Examples: data reports, evaluations, surveys.)	Timelines (When the activity will be completed.)
\$ _____			
\$ _____			
\$ _____			
\$ _____			
\$ _____			



Linda McCulloch, Superintendent
Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501

THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) PART B – ANNUAL PROJECT BUDGET 2007-2008

CFDA #84.027A

CONTINGENT UPON AVAILABILITY OF FEDERAL FUNDS

The budget period is July 1 – June 30. Amendments to this budget may occur up to project close-out, but no later than June 30.

Discretionary grant funds may not be “carried-over” into the next state fiscal year.

Prime Applicant District: _____ Legal Entity: _____ Project Number: _____

Budget Items	Proposed Budget	Approved Budget 1	Approved Budget 2	Approved Budget 3
1. Salaries and Benefits Objects 1xx, 2xx				
2. Operating Expenses Objects 3xx, 4xx, 5xx, 6xx, 8xx				
3. Equipment (\$5,000 or more per unit) Attach Details and Justification Object 7xx				
4. Transfer to other districts 6200-930				
5. TOTAL BUDGET				

OPI USE ONLY: APPROVED BY / DATE

For assistance, contact the program specialist for the project at 444-0037 (refer to the Discretionary Grant Application Form (2) for the name of the specialist).